

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Virginia Hayes
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 8/2/16 Return: 8/4/16
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington, D.C. Destination: Bloomington, IL Return city: Washington, D.C.
5. Sponsor(s) (who paid for the trip): GROWMARK, Inc., Illinois Corn Marketing Board, Illinois Soybean Association Checkoff Board
6. Describe meetings and events attended: Educational meetings and tours regarding agricultural topics.
Topics covered include nutrient management, water quality, transportation and infrastructure, food processing and labeling, livestock production, and ag technology.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
a. ☒ a completed Sponsor Post-Travel Disclosure Form;
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Virginia Hayes DATE: 8/17/2016

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Tammy Duckworth DATE: 8/17/2016

SIGNATURE OF SUPERVISING MEMBER: Tammy Duckworth

U.S. House of Representatives
Committee on Ethics

☐ Original ☐ Amendment

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): GROWMARK, Inc., Illinois Corn Marketing Board, Illinois Soybean Association Checkoff Board

2. Travel Destination(s): Central Illinois

3. Date of Departure: August 2, 2016 Date of Return: August 4, 2016

4. Name(s) of Traveler(s): Virginia Hayes

(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$803.70	\$223.98	\$84.11	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Charles J. Spencer

Name: Charles J. Spencer

Title: Executive Director, Corporate & Government Relations

Organization: GROWMARK, Inc.

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1701 Towanda Ave.

Bloomington, IL 61702-2500

Telephone number: (309) 557-6343

Email Address: cspencer@growmark.com

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Virginia Hayes

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Virginia Hayes

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Tammy Duckworth

Office address: 104 CHOB

Telephone number: 202-225-3711

Email address of contact person: Virginia.Hayes@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

1. Name of Traveler: Virginia Hayes
2. Sponsor(s) (who will be paying for the trip): GROWMARK, Illinois Corn Marketing Board, Illinois Soybean Program Operating Board (pay equally)
3. Travel destination(s): Northeastern Illinois
4. a. Date of departure August 19, 2015 Date of return: August 21, 2015
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As Legislative Aide for Rep. Tammy Duckworth, I handle agriculture
issues. Agriculture is an important industry for Illinois, continual
education and firsthand knowledge is important to my job.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

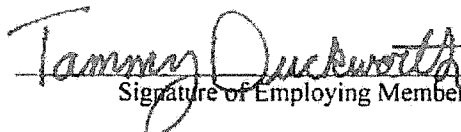
10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/14/2015


Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
GROWMARK, Inc. (expenses divided equally among GROWMARK and 2 other sponsors in 3c)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒
If "c" is checked, list the names of the additional sponsors: _____
Illinois Corn Marketing Board, Illinois Soybean Association Checkoff Board
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See Attached
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 8/2/16 Date of return: 8/4/16
7.
 - a. City of departure: Washington, D.C.
 - b. Destination(s): Central Illinois - Bloomington/Beardstown/Springfield
 - c. City of return: Washington, D.C.
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐
If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A -- trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

GROWMARK - outline/logistics for days and communication; nutrient management and water quality in relation to farm operations, food labeling, cooperative operations, producer sustainability. Illinois Corn Marketing Board - agenda topics and programs explaining crop production/utilization; transportation and channels to market, livestock operations, producer sustainability, food labeling. Illinois Soybean Association Checkoff Board - agenda topics and programs explaining crop production/utilization; livestock operations, channels to market, producer sustainability, food labeling.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: _____)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
\$35 per day

2) Provide reason for selecting the location of the event or trip: _____
Central Illinois is key to the agriculture industry in the state. It is home to food processors, agribusiness, and critical waterways providing participants a variety of first hand experiences with agriculture.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Comfort Suites City: Springfield Cost per night: \$112

Reason(s) for selecting: Central location for tours stops

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$461 roundtrip airfare, \$287 bus	\$ 224	\$105
For each accompanying relative	N/A		

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	
For each accompanying relative	N/A	

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Chuck Spencer

Name: Chuck Spencer

Title: Director, Corporate & Government Relations

Organization: GROWMARK, Inc.

Address: 1701 Towanda Ave., Bloomington, IL 61702

Telephone number: (309) 557-6343

Email address: cspencer@growmark.com

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

U.S. House of Representatives

Committee on Ethics

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

Question #4 – Name and Title of Invitees

2016 Trip to Illinois

Noah Barger, Agriculture Issues Staff, Congressman Robert Dold
Jim Callaghan, Agriculture Issues Staff, Congressman Bill Foster
Jay Cho, Agriculture Issues Staff, Congresswoman Robin Kelly
Yul Edwards, Agriculture Issues Staff, Congressman Danny Davis
Lyron Blum-Evitts, Agriculture Issues Staff, Congresswoman Cheri Bustos
Jonathon Freye, Agriculture Issues Staff, Congressman Daniel Lipinski
Jim Goldenstein, Agriculture Issues Staff, Congressman John Shimkus
Virginia Hayes, Agriculture Issues Staff, Congresswoman Tammy Duckworth
Rafael Hurtado, Agriculture Issues Staff, Congressman Luis Gutierrez
R. J. Layher, Agriculture Issues Staff, Congressman Mike Bost
JT Mackey, Agriculture Issues Staff, Congressman Adam Kinzinger
Tim Martin, Agriculture Issues Staff, Congressman Rodney Davis
Brandon McKee, Agriculture Issues Staff, Congressman Randy Hultgren
Nishith Pandya, Agriculture Issues Staff, Congressman Bobby Rush
Mary Ellen Richardson, Agriculture Issues Staff, Congressman Darin LaHood
Hannah Schiller, Agriculture Issues Staff, Congressman Peter Roskam
Alexandra Vecchio, Agriculture Issues Staff, Congressman Mike Quigley
Cassandra Varanka, Agriculture Issues Staff, Congresswoman Jan Schakowsky

Please note: All participants have been invited to this agriculture education program because they have direct involvement in the issues covered on the agenda with their job responsibilities.

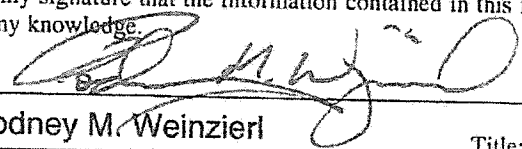
U.S. House of Representatives
Committee on Ethics

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Name of your organization: Illinois Corn Marketing Board
2. Name of Primary Trip Sponsor: GROWMARK, Illinois Corn Marketing Board, Illinois Soybean Association Checkoff Board (pay equally)
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) Central Illinois
on (date) August 2-4, 2016 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ☒ Yes ☐ No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip. ☒ Yes ☐ No
5. Check one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent or
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Rodney M. Weinzierl

Title: Executive Director

Organization: Illinois Corn Marketing Board

Address: 14129 Carole Drive, Bloomington, IL 61702

Telephone number: (309) 827-0912

Email Address: weinzier@ilcorn.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

**U.S. House of Representatives
Committee on Ethics**

NON-GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a private individual or entity that provides funds, services, or in-kind donations to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. A Non-Grantmaking Sponsor that has a direct involvement in planning, organizing, conducting, or participating in the trip must complete this form. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Name of your organization: Illinois Soybean Association Checkoff Board
2. Name of Primary Trip Sponsor: GROWMARK, Illinois Corn Marketing Board, Illinois Soybean Association Checkoff Board (pay equally)
3. My organization has provided funds to the above-named Primary Trip Sponsor to pay all or part of the expenses for a trip to (destination) Central Illinois
on (date) August 2-4, 2016 that primarily is being organized or arranged by the above-named Primary Trip Sponsor. ☒ Yes ☐ No
4. My organization has had a direct role in the organizing, planning, arranging, or will have a role in conducting, the trip identified in response to Question 3 or an event that will occur during that trip.
☒ Yes ☐ No
5. Check one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent or
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
6. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
7. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____



Certified signed by Mike Levin
On the Mike Levin, GROWMARK, Illinois Soybean Association, and Illinois Soybean Association trip, 2016
(Date 2016-05-19 10:51:18 -0500)

Name: Mike Levin Title: Director of Issues Management/Analysis

Organization: Illinois Soybean Association Checkoff Board

Address: 1605 Commerce Parkway, Bloomington, IL 61704

Telephone number: (309) 663-7692

Email Address: levinm@ilsoy.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Charles W. Dent, Pennsylvania
Chairman
Linda T. Sánchez, California
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

July 26, 2016

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Clifford C. Stoddard, Jr.
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Virginia Hayes
Office of the Honorable Tammy Duckworth
104 Cannon House Office Building
Washington, DC 20515

Dear Ms. Hayes:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Central Illinois, scheduled for August 2 to 4, 2016, sponsored by Growmark, Inc., the Illinois Corn Marketing Board, and the Illinois Soybean Association Checkoff Board.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Charles W. Dent
Chairman

Linda T. Sánchez
Ranking Member

CWD/LTS:jls

Illinois Congressional Staff Tour Agenda

Tuesday

Time	Location	Activity/Topic
11:00 AM	Bloomington Airport – 3201 Cira Dr, Bloomington, IL 61704	Flight Lands
11:45 AM	Depart Airport	
12:30 PM	DuPont Lab – El Paso, IL	Crop Protectants, Seed Technology
1:30 PM	Depart DuPont	
2:15 PM	360 Yield Center – 180 Detroit Avenue, Morton, IL 61550	Agricultural Technology
3:15 PM	Depart 360 Yield Center	
3:50 PM	Midwest Food Bank – 1703 S Veterans Pkwy, Bloomington, IL 61701	GMO Labeling
5:00 PM	Depart Nestle	
5:15 PM	Jason Lay Farm – 10104 E 1700 N Road Bloomington, IL 61705	Dinner
8:00 PM	Depart farm for hotel – Comfort Suites Springfield	

Wednesday

Time	Location	Activity/Topic
7:00 AM	Depart Hotel	
8:00 AM	La Grange Lock & Dam – Beardstown, IL	Transportation and Infrastructure
9:30 AM	Depart La Grange	
10:00 AM	JBS – 8295 Arenzville Rd, Beardstown, IL 62618	Livestock, Food Processing and Labeling
12:00 PM	Depart JBS	
12:25 PM	Chet Esther Farm – 4097 IL HWY 100, Beardstown, IL 62618	Lunch
3:00 PM	Depart farm	
3:30 PM	Prairieland FS – 1132 Veterans Dr., Jacksonville, IL 62650	Nutrient Management, Agricultural Technology
5:00 PM	Depart Prairieland FS	
5:30 PM	RTS Farms (Tim Seifert) – 6600 Auburn Rd., Auburn, IL 62615-9247	Dinner
8:00 PM	Depart farm for hotel – Comfort Suites Springfield	

Thursday

Time	Location	Activity/Topic
7:30 AM	Depart Hotel	
8:00 AM	CBMP Demonstration Site – Shepherd & Toronto Rd., Springfield, IL 62703	Conservation, Water Quality, Nutrient Management
9:00 AM	Depart CBMP	
10:30 AM	ISU Farm – 25578 ISU Farm Ln, Lexington, IL 61753	Livestock, Nutrient Management
12:30 PM	Depart ISU Farm	
1:00 PM	Kurt Williams Farm – 27840 E 975 North Rd Ellsworth, IL 61737	Lunch
3:00 PM	Depart farm	
3:30 PM	Drop off at Bloomington Airport (Flight at 4:14 p.m.)	